



We're looking for a
**Primary Learning
Mentor**
to join our team!

Primary Learning Mentor

Required September 2020

Fixed Term for 1 Year

Grade 2 SCP 4 – 6
£18,462 - £19,171
(£15,898 - £16,541 ACTUAL)

North East Learning Trust and the Headteacher of Diamond Hall Junior Academy are looking for someone who can provide support for students and teachers and contribute to raising standards. This will involve undertaking a range of learning activities under the professional direction and supervision of a qualified teacher.

We can offer:

- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body
- a clear commitment to continuing professional development and an investment in future career development

The successful candidate will:

- Good literacy and numeracy skills
- Understanding of child development and learning
- Understanding of the national curriculum and other learning programmes and strategies
- Understanding of relevant policies/codes of practice and awareness of legislation
- Effective use of IT to support learning
- Good communication skills
- Ability to encourage pupils to fulfil their potential, offering choice, support and praise
- Ability to encourage high standards of pupil discipline at all times and deal with any behaviour giving cause for concern
- Ability to work as part of a team, understanding classroom roles and responsibilities and own position.

Deadline:

Closing date is Wednesday 17th June 2020. Shortlisting will take place 18th June 2020 with interviews taking place week commencing 22nd June 2020.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to karen.oliver@diamondhalljuniors.co.uk



Job description

Post title:

Primary Learning Mentor

Responsible to:

Deputy Headteacher

Job purpose:

To support and assist teachers as part of a professional team, to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of a qualified teacher in line with school policies and procedures.

Duties and responsibilities:

- To provide support for students, teachers and the whole school.
- To take responsibility for agreed learning activities under an agreed system of supervision, adjusting activities according to student responses and needs. This will include assisting with learning activities as prepared by the class teacher.
- To use I.T. effectively to support learning activities.
- To work within the school's behaviour policy, managing student behaviour constructively, promoting self-control and independence and being an effective role model, maintaining and promoting the school core values.
- To adhere to the school's safeguarding and confidentiality policies and procedures.
- Assisting class teachers in raising the achievement of all pupils
- To support pupils' learning and development
- To support in the care and wellbeing of pupils throughout the school
- Assisting with planning, creating and mounting displays
- Maintaining a safe and purposeful learning environment
- Supervising pupils in different contexts, ensuring their safety at all times
- Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
- Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
- Contributing to the wider life of the school
- Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
- Be committed to the school's aims and values
- Ensuring that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal

responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation

- Any other duties required by the Senior Leadership Team within the scope of this post

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good numeracy/literacy skills 	<ul style="list-style-type: none"> • Training in relevant learning strategies e.g. literacy • Valid first aid certificate
Experience	<ul style="list-style-type: none"> • Able to demonstrate the necessary skills and experience of successfully supporting pupil learning • Experience of working with children of a relevant age in a learning environment • Able to use ICT effectively to support learning 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Working knowledge of relevant codes of practice/legislation
Aptitude and skills	<ul style="list-style-type: none"> • Be able to inspire trust and confidence in children • Be able to encourage high standards of pupil behaviour at all times • Communicate effectively both verbally and in writing 	<ul style="list-style-type: none"> • Interact respectfully and promote School values and ethos.
Personal qualities	<ul style="list-style-type: none"> • Able to relate well to and communicate effectively with children and adults. • Display a calm and positive approach. • Able to be sensitive to the needs of the children and their parents/carers. • Able to work within the school's policies and procedures, including safeguarding, behaviour and confidentiality. 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.